

November 2, 2004

## **SEASONAL WORKER'S INCOME – CLARIFICATION**

There were a number of questions raised at the Update Sessions and even more questions have been addressed to the help desk about seasonal workers income. We have been reviewing the questions and the language in the manual. Our conclusion is that we were not clear enough in the manual or in training. Therefore, we ask that you replace the first two paragraphs of section 6 in Chapter 3 (page 3.18) with the language indicated below.

In addition to the manual adjustment, the following clarifications are offered in hopes they will assist in administering the policy.

1. Seasonal worker's income guidelines apply to those individuals whose primary (main) source of income is seasonal. If the individual works year round at a job and has second jobs during certain seasons, this person is not a seasonal worker because the primary source of income is not seasonal. The income for a person with a year-round primary job and seasonal second jobs should be tested on the income in the three months prior to application.
2. A household could contain a seasonal worker and an individual who is not a seasonal worker. Calculate the seasonal worker's income on the annual basis and calculate the other individual's income on the prior three months.
3. A household that receives child support, social security payments, or SSI payment should have those payments entered as the actual amounts received during the prior three months.

New Manual Language:

### **6. SEASONAL WORKER'S INCOME**

Seasonal workers are individuals whose primary employment/source-of-income is normally for less than 12 months per year. Individuals who have regular (year round) employment and hold second jobs in seasonal businesses should not be classified as seasonal workers—use actual income from previous three months.

Seasonal workers often include those working in construction trades (except when the worker actually is employed every month of the year), school bus drivers, teachers, and others whose primary employment is less than 12 months per year. Seasonal workers may have more than one job or source of

income. Count all sources of income including unemployment compensation for seasonal workers, especially if there is more than one job or source of income. Count the annual (or past 12 months) amount of each income source, except as indicated below, and divide by 12 to obtain the average monthly income from that source. Enter the average amount for each income source for each month.

Do not average income from child support, social security, or SSI—enter the actual income amounts for each of the previous three months for these income sources.

**NOTE:** Self employment losses may not be off-set by wages. When there is a loss in self employment, enter self employment as a separate income source and \$0 as the amount for that source.